

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**CITY OF GREY FOREST, TEXAS**  
**NOTICE LOCATION CHANGE**  
**GREY FOREST COMMUNITY CENTER**  
**18249 SHERWOOD TRAIL**  
**HELOTES, TX 78023**  
**JUNE 28, 2022, 6:30 PM**

**I. CALL TO ORDER**

Mayor Amanda Waldrop called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

Mayor Amanda Waldrop, Mayor Pro Tem Geri Poss, Council Member Aurelia Scharnhorst, Council Member Sean Skaggs, Council Member Timothy Santy, and Council Member Kimberly Verity.

Staff Present: City Attorney Ryan Henry, City Secretary Miguel Cantu, Chief of Police Rene Rodriguez (left early), Deputy Chief Frank Francis, Assistant to the City Secretary Nichole Heinrich, SGT. Scott Ristow, and Code Enforcement Officer Charles Marcus

**III. PLEDGE OF ALLEGIANCE AND INVOCATION**

The meeting commenced with the Pledge of Allegiance.

**IV. PRESENTATIONS BY CITIZENS AND VISITORS**

Mayor Waldrop opened the floor for presentations by citizens and visitors. No presentations.

**V. ANNOUNCEMENTS / REPORTS / MAYOR AND CITY EMPLOYEES**

**a) Mayor Announcements**

**1) Financials**

Mayor Waldrop informed City Council and the public that her goal was to have reports provided in a newsletter form. This was to provide everyone with the ability to understand what is happening in their city. Additionally, she reminded the public that fireworks were prohibited in the city. She also informed the public City Hall would be designated as a cooling station.

**b) Council/Staff Announcements:** Mayor Waldrop reported City Hall would be closed Monday in observance of 4<sup>th</sup> of July.

**c) Committee Announcements/Reports:** None

**d) Grey Forest Community Board Update:** Mayor Waldrop reported that Grey Forest Community Board was hosting a 4<sup>th</sup> of July breakfast followed by the annual parade.

**e) Senator Frank L. Madla Natural Area Update:** Mayor Waldrop reported the board has had a couple of successful fundraisers. The board also cautions all considering visiting the park, rattlesnakes and other predators have been sighted and to please follow the posted rules.

**f) Board of Adjustment Update:** None

**g) Police Department Monthly Report:** Chief Rodriguez reviewed the police reports for May 2022. Additionally, Chief Rodriguez stated he was working with the City of Helotes and Bexar County to negotiate a contract for dispatch services. He stated Bexar County could accommodate the City of Grey Forest and is working to locate a way to make the dispatch transition as smooth as possible or remain with the City of Helotes dispatch.

**h) Public Works Monthly Report:** Mayor Waldrop reported Public Works started chipping and if anyone need emergency chipping to please contact City Hall.

**i) Fire Department Monthly Report:** Mayor Waldrop presented the ESD #8 report.

**j) Grey Forest Utilities Update:** Mayor Waldrop reported that although the city was not under restrictions to continue to be responsible water users.

**VI. PUBLIC HEARING**

- a) None

**THE FOLLOWING ITEMS MAY BE CONSIDERED AT ANY TIME DURING THE REGULAR COUNCIL MEETING:**

**VII. CONSENT AGENDA**

- a) N/A

**VIII. NEW BUSINESS**

- a) **Discuss and take possible action on recommendations for appointment of three members to the Senator Frank L. Madla, Jr. Natural Area Board of Directors pursuant to amendment of Ordinance No. 180.**

MOTION WAS MADE BY COUNCIL MEMBER SCHARNHORST TO APPOINT JENNIFER NOTTINGHAM, KATE FEIST, AND ANNE MCCARTHY TO THE SENATOR FRANK L. MADLA, JR. NATURAL AREA BOARD OF DIRECTORS. COUNCIL MEMBER VERITY SECONDED THE MOTION. COUNCIL VOTED 5-0.

- b) **Discuss and take possible action to authorize the Mayor to purchase a Vermeer Chipper in the amount of \$54,276.00 using refundable grant funds awarded by the Alamo Area Council of Governments to the City of Grey Forest.**

MOTION WAS MADE BY COUNCIL MEMBER SANTY TO AUTHORIZE THE MAYOR TO PURCHASE A VERMEER CHIPPER IN THE AMOUNT OF \$54,276.00 USING REFUNDABLE GRANT FUNDS AWARDED BY THE ALAMO AREA COUNCIL OF GOVERNMENTS TO THE CITY OF GREY FOREST. MOTION WAS SECONDED BY MAYOR PRO TEM POSS. COUNCIL VOTED 5-0.

- c) **Discuss and take possible action authorizing the Mayor to purchase of GPS of Texas-WatchDog Pro GPS Units in the amount of \$1,314.16.**

Mayor Waldrop proposed the purchase of a gps system that will alert, track, analyze, and provide a report to improve safety and efficiency. The WatchDog Pro GPS would inform the city when vehicles would require maintenance and repair. The system would also provide a gps tracking system on the vehicles. Conversation ensued and City Attorney Ryan Henry stated that in order to have such a system, the City would be required to have a policy in place regarding who would be able to have access to the program. Attorney Henry stated he would provide a policy for City Council's review at the next meeting.  
NO ACTION.

- d) **Discuss and take possible action on Ordinance No. 2022-06-19, an ordinance of the City of Grey Forest City Council to reauthorize a one fourth of one percent sales and use tax under the provisions of the Texas Tax Code to continue providing revenue to maintain and repair municipal streets.**

Mr. Cantu reminded City Council that on May 7, 2022, the City Council of the City of Grey Forest, Texas held an election for the purpose of determining whether the residents would reauthorize the levy of a municipal sales and use tax as permitted by the provisions of Chapter 327, as amended, Texas Tax Code to continue providing revenue for the maintenance and repair of municipal streets. Additionally, Mr. Cantu stated this had been previously presented through a resolution during canvassing of the votes; however, required an ordinance to approve.

MOTION WAS MADE BY MAYOR PRO TEM POSS TO APPROVE ORDINANCE NO. 2022-06-19, AN ORDINANCE OF THE CITY OF GREY FOREST CITY COUNCIL TO REAUTHORIZE A ONE FOURTH OF ONE PERCENT SALES AND USE TAX UNDER THE PROVISIONS OF THE TEXAS TAX CODE TO CONTINUE PROVIDING REVENUE



TO MAINTAIN AND REPAIR MUNICIPAL STREETS. MOTION WAS SECONDED BY COUNCIL MEMBER SANTY. COUNCIL VOTED 5-0.

- e) **Discuss and take possible action on Ordinance No. 2022-06-20, an ordinance of the City Council of the City of Grey Forest Authorizing amendments to the adopted annual budget of the City of Grey Forest, Texas for the 2021-2022 fiscal year; providing for a supplemental appropriation an/or transfer of certain funds previously authorized; providing for severability; and providing for other matters related to the subject.**

Mayor Pro Tem Poss stated she would like to remove 103 City Secretary Retirement, 104 City Secretary Insurance, 105C Assistant City Secretary Retirement, 207 Public Works Department Head Retirement, 209C Public Works Full Time 1 Retirement, 402 Police Chief Retirement, 407 Police Officer 1 Full time retirement, and 507A Court Clerk Retirement. These items were listed for proposed amendments; however, the employee portion of retirement was being taken out of the General Fund. Ms. Heinrich reported the line items were corrected in the general fund account and would be taken from another appropriate line item moving forward; however, this would not affect the current General Fund expense. MOTION WAS MADE BY MAYOR PRO TEM POSS TO APPROVE ON ORDINANCE NO. 2022-06-20, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREY FOREST AUTHORIZING AMENDMENTS TO THE ADOPTED ANNUAL BUDGET OF THE CITY OF GREY FOREST, TEXAS FOR THE 2021-2022 FISCAL YEAR; PROVIDING FOR A SUPPLEMENTAL APPROPRIATION AN/OR TRANSFER OF CERTAIN FUNDS PREVIOUSLY AUTHORIZED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT; TO INCLUDE REMOVING FROM THE PROPOSED BUDGET AMENDMENT OF LINE ITEM: 103 CITY SECRETARY RETIREMENT, 104 CITY SECRETARY INSURANCE, 105C ASSISTANT CITY SECRETARY RETIREMENT, 207 PUBLIC WORKS DEPARTMENT HEAD RETIREMENT, 209C PUBLIC WORKS FULL TIME 1 RETIREMENT, 402 POLICE CHIEF RETIREMENT, 407 POLICE OFFICER 1 FULL TIME RETIREMENT, AND 507A COURT CLERK RETIREMENT. MOTION WAS SECONDED BY COUNCIL MEMBER SKAGGS. COUNCIL VOTED 5-0.

Line Item	Budget 2021-2022	AMENDMENT
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Income (Revenue)		
07 PERMITS/VARIANCES	\$ 6,500.00	\$ 25,000.00
08 INTEREST RECEIVED	\$ 500.00	\$ 150.00
09 GFU REVENUE	\$ 890,968.89	\$ 890,968.85
10 FINES, WARRANTS, BONDS	\$ 55,090.00	\$ 67,000.00
11 MISCELLANEOUS INCOME	\$ 500.00	\$ 8,500.00
12 SCHOOL CROSSING GUARD (RESTRICTED)	\$ -	\$ 1,500.00
14 BRUSH PICKUP/CITIZEN CHIP	\$ 250.00	\$ 750.00
21 MADLA PARK (XRESTRICTEDX)	\$ 300.00	\$ 2,920.00
20 GFC Rentals & Income (Created 2021)	\$ 1,130.00	\$ 1,130.00
30 TRANSFER FROM RESERVE ACCOUNT	\$ 105,432.97	\$ -
## ARPA		\$ 26,590.08

Expenses
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#### E-1 ADMINISTRATION

<b>104 CITY SECRETARY INSURANCE</b>	\$ 7,500.00	\$ 5,471.51
<b>107 MILEAGE REIMBURSEMENT</b>	\$ 250.00	\$ 300.00
<b>110 UTILITIES</b>	\$ 7,000.00	\$ 10,000.00
<b>111 OFFICE SUPPLIES</b>	\$ 1,200.00	\$ 3,000.00
<b>112 OFFICE EQUIPMNT &amp; SOFTWARE</b>	\$ 5,500.00	\$ 6,000.00
<b>113 OFFICE EQUIPMNT MAINTENANC</b>	\$ 360.00	\$ 150.00
<b>114 BEXAR APPRAISAL DISTRICT</b>	\$ 200.00	\$ 236.00
<b>115 FINANCE/AUDITOR</b>	\$ 7,900.00	\$ 7,984.80
<b>116 BUILDING INSPECTIONS</b>	\$ 5,700.00	\$ 12,000.00
<b>116A BUILDING INSPECTIONS FICA</b>	\$ 436.00	\$ 1,278.63
<b>119 ADS &amp; LEGAL NOTICES</b>	\$ 700.00	\$ 500.00
<b>120 DUES &amp; SUBSCRIPTIONS</b>	\$ 1,500.00	\$ 4,000.00
<b>122 MISCELLANEOUS</b>	\$ 300.00	\$ 6,000.00
<b>123 WORKERS COMPENSATION</b>	\$ 2,093.00	\$ 250.00
<b>124 FACILITY CLEANING &amp; MAINTENANCE</b>	\$ 2,000.00	\$ 500.00
<b>125 SUTA LIABILITY/FEDERAL 940</b>	\$ 2,500.00	\$ 3,000.00
<b>126 BOARD OF ADJUSTMENT</b>	\$ 160.00	\$ 475.00
<b>128 CITY LIABILITY/E&amp;O INS/TML</b>	\$ 10,000.00	\$ 12,000.00
<b>130 APPOINTED COMMITTEES</b>	\$ 100.00	\$ 475.00
<b>## ARPA FUNDS</b>		\$ 26,590.08

**E-2 PUBLIC WORKS**

<b>212A INSURANCE LIABILITY</b>	\$ 2,118.00	\$ -
<b>213 PUBLIC WKS CONTRACT LABOR</b>	\$ 600.00	\$ -
<b>214 DEBRIS CLEAR,TREE TRIM,CRE</b>	\$ 3,000.00	\$ 4,500.00
<b>215 ROAD REPAIR TAX-REST CURRE</b>	\$ 12,000.00	\$ -
<b>217 PUBLIC WK EQUIP MAINT/FUEL</b>	\$ 3,500.00	\$ 2,500.00
<b>218 PUBLIC WK VEH MAINT &amp; FUEL</b>	\$ 6,500.00	\$ 7,500.00
<b>220 ANIMAL AND INSECT CONTROL</b>	\$ 500.00	\$ 900.00
<b>227 EQUIPMENT RENT/LEASE</b>	\$ 1,000.00	\$ 2,000.00

**E-3 CAPITAL IMPROVEMENT/INFRASTRUCTURE**

<b>201 TRANSFER TO ROAD AND BRIDGE (moved to new fund account)</b>	\$ 10,299.37	\$ 22,091.53
<b>300 BUILDING IMPROVEMENT/REPAIR</b>	\$ 20,000.00	\$ 25,000.00

**E-4 PUBLIC SAFETY POLICE**

<b>415 VEHICLE MAINTENANCE</b>	\$ 4,500.00	\$ 8,000.00
<b>422 INSURANCE LIABILITY</b>	\$ 11,432.00	\$ 27,000.00
<b>423 WORKERS COMPENSATION</b>	\$ 8,677.00	\$ 9,500.00
<b>424 MISCELLANEOUS</b>	\$ 3,500.00	\$ 8,000.00

**E-5 COURT COST**

<b>505 MISCELLANEOUS</b>	\$ 103.00	\$ 153.00
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511 TECH FUND (RESTRICTED)	\$ -	\$ 3,550.00
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**E-7 PUBLIC SAFETY FIRE**

700 CONTRACT AMOUNT	\$ 57,724.00	\$ 58,086.00
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**E-8 EMERGENCY MANAGEMENT**

800 EMERGENCY MANAGEMENT	\$ 2,000.00	\$ 250.00
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**E-11 PARKS AND PROGRAMS****GFC PARK OPERATIONS**

E-11.C COMMUNITY CTR OPER/MAINTENANCE	\$ 2,500.00	\$ 11,000.00
E-11.D COMMUNITY EVENTS	\$ 500.00	\$ 1,235.00
E-11.DD DAM INSPECTIONS	\$ 3,000.00	\$ -
<b>Total GFC PARK OPERATIONS</b>	<b>\$ 6,000.00</b>	<b>\$ 12,235.00</b>

- f) **Discuss and take possible action to authorize the City Secretary to seek out request for proposals for the collection, removal, and disposal of solid waste and recycle services; also, to authorize a letter be sent to C6 Disposal Systems, Inc. with notice that the City does not seek to extend the current contract.**

Mayor Waldrop informed City Council that the C6 Disposal Services Contract would expire on September 30, 2022. The agenda item would allow the City Secretary to put out a request for proposals for the collection, removal, and disposal of solid waste and recycle services. Mr. Cantu stated that he requested the agenda item because he wanted to the City council to know which contracts need to be reviewed in case any changes needed to be made.

Mr. Jorge Cantu of C6 Disposal Services requested to be recognized by the City Council. Mayor Waldrop allowed Mr. Cantu to address the City Council. Mr. Cantu reported he really enjoyed working with the City of Grey Forest and its residents. He concluded that he would like the opportunity to work with the Mayor to renegotiate the contract. Mr. Cantu emphasized that he enjoyed the repertoire he had with the City of Grey Forest and their customer service included assisting elderly with their trash containers.

Mayor Pro Tem Poss stated she would like to find out what other cities were paying for their garbage disposal and recycle. She requested the City Secretary to research costs for other cities.

Conclusively, Mayor Waldrop would discuss with Mr. J. Cantu regarding the current contract and negotiating changes and requested the City Secretary to obtain garbage and recycling costs from other cities in the area.

NO ACTION.

- g) **Discussion regarding an ordinance of the City of Grey Forest, Texas, amending the City Code of Ordinance Chapter 10 Subdivision Ordinance Section 10.02.001, adopted exhibit A to amend lot sizes in the City's extraterritorial jurisdiction: providing a cumulative clause, a severability clause, and an effective date.**

Mayor Pro Tem Poss stated that there was some concern that the city needed to limit the acreage size in zoning District B; however, not keep residents from dividing their properties to give to their children. Council Member Verity stated that it would be nice to hear from some of the residents the ordinance would affect and stated she would speak to some of the residents. City Attorney Ryan Henry requested that City Council members email their thoughts and suggestions to him, and he would provide an update to City Council.

NO ACTION

- h) **Discuss and take possible action on Ordinance No. 2022-06-21, an ordinance of the**



**City of Grey Forest's Code Enforcement or Compliance Officer's duties, responsibilities, and authority, repealing all ordinances and/or parts of ordinances in conflict therewith; providing a savings clause; providing a severability clause; and providing an effective date.**

Council Member Verity stated that there was an impression that Code Enforcement Officer Charles Marcus would be reporting directly to the Mayor; however, this came about because previous Mayor Thornton put in place an organizational chart where it was reflected that the code enforcement officer reported to the Mayor and not the Police Department. Attorney Ryan Henry stated the City Council could arrange the reporting; however, the law enforcement duties have to report to a certified law enforcement officer. Council Member Verity stated that the purpose of the ordinance is so that somebody does not impede our code enforcement officer from being able to do his job because they do not like what he is doing. Mayor Waldrop stated she had received some general concerns from citizens because they were getting notifications and were unaware that anything was going on regarding code enforcement. This was also unfair to Officer Marcus because this did not put him in a situation, he's handing out notifications and residents did not know what was going on. Mayor Waldrop suggested to put a plan in place before fully enforcing code. Mr. Henry clarified the ordinance so that the Code Enforcement Officer reports to the Chief of Police; however, the Mayor in her capacity still would have the ability to ask questions of the officer as she does with all employees. He requested City Council to send him any suggested changes to the ordinance. Council Member Verity stated that the city should get the program off the ground and see how things work out.

NO ACTION.

- i) **Discussion regarding establishing an ordinance to create a Code of Ethics and Conduct to provide authority to investigate and enforce violations and the ability to institute certain penalties in the City of Grey Forest.**

Mayor Waldrop informed City Council that this would provide a guide for City Council, such as an employee handbook, to address those members who step out of line and how it can be handled by the Mayor, Mayor Pro Tem, or the attorney is needed. The ordinance would also establish criteria such as contacting the attorney before an ordinance gets written.

NO ACTION.

#### **IX. UNFINISHED BUSINESS**

- a) N/A

#### **X. EXECUTIVE SESSION**

- a) **City Council will receive an update from the City Attorney regarding the status of the Scharf v. City of Grey Forest litigation pursuant to Texas Government Code Section 551.071 (consultation with legal counsel).**
- b) **City Council will seek the advice of the City Attorney regarding contemplated litigation on EEOC Charge# 451-2021-00995 pursuant to Texas Government Code Section 551.071 (consultation with legal counsel).**

No action.

#### **XI. GENERAL ANNOUNCEMENTS & FUTURE AGENDA ITEMS REQUESTED**

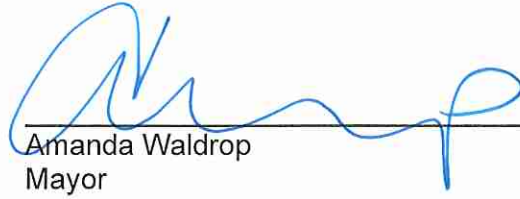
- a) None

#### **XII. ADJOURNMENT**

MOTION WAS MADE BY MAYOR PRO TEM POSS TO ADJOURN AT 9:46 P.M. MOTION WAS SECONDED BY COUNCIL MEMBER VERITY. COUNCIL VOTED 5-0.

PASSED AND APPROVED THIS 26TH DAY OF JULY 2022.

APPROVED:

  
Amanda Waldrop  
Mayor

ATTEST:

  
Miguel Cantu, TRMC  
City Secretary



